



Maine Municipal Association

MCAPWA
60 COMMUNITY DR
AUGUSTA ME 04330

Supervisory Leadership in Public Works Programs

PART I

GORHAM

Municipal Offices

75 South Street

Multi-Purpose Room

April 15-17, 2014

PART II

GORHAM

Municipal Offices

75 South Street

Recreation Department

Multi-Purpose Room

May 20-22, 2014

8:00 a.m. to 4:30 p.m.

Hosted By:

Maine Chapter of American Public
Works Association

Maine Local Roads Center

Maine Municipal Association

Quality Leadership Network

Supervisory Leadership in Public Works Programs

Part I & Part II

This six-day program is designed for supervisors and focuses on developing leadership and communication skills; setting performance expectations; improving performance; and other issues supervisors face in today's workplace. An active pace is punctuated with discussion, technique enhancement, and role play to develop confidence.

Each day's program will begin at 8:00 a.m. and conclude by 4:30 p.m. Lunch will be provided, along with a mid-morning and mid-afternoon break offering beverages and snacks. The cost is \$395.00 per person for Parts I & II. (If you have already attended Part I—there is NO COST to attend Part II)

Each part is only being offered as a full three-day workshop. We will not be accepting partial registrations. **PLEASE NOTE:** Registrations are based on a first-come, first-served basis. (PARTS I & II are limited to 25 new participants.)

PART I – April 15-17, 2014

TRAINER – MICHAEL SCHULDE

Mike is the principal of Quality Leadership Network, which helps clients achieve their performance objectives through leadership development, process, improvement, teamwork, and customer focus. He has consulted and provided training and development services for 25 years to organizations in industry, service, government and non-profit sectors. He also led the training activities for the Connecticut Business and Industry Association and Hartford Life Insurance.

Mike holds a Master's degree in Organizational Behavior and teaches management, business policy, and other courses as an adjunct professor at several colleges and universities.

DAY ONE – April 15

Topics

- Effective Leadership
- Promoting Motivation
- Improving Communication Skills

DAY TWO – April 16

Topics

- Orienting and Training Employees
- Planning, Organizing, and Objective-Setting
- Coaching & Feedback Skills
- Correcting Problem Behaviors & Unsatisfactory Performance

DAY THREE – April 17

Topics

- Managing Performance
- Maximizing Performance with Performance Reviews
- Managing Change & Conflict
- Promoting Teamwork
- Group Problem-Solving Techniques

PART II – May 20-22, 2014

DAY ONE - May 20

Morning

- Municipal Paving Operation
- Roadway Surface Preparations
- Hot Bituminous Mix Materials

Afternoon

- Record Keeping
- Communication with the Public
- Dealing with the Media

DAY TWO – May 21

Morning

- Roadway Legal Issues
- Maine's Local Highway Law
- Maine's Tort Claims Act

Afternoon

- OSHA and ME BLS Compliance
- Compliance Checklist
- Required Training
- Maintaining Records
- Equipment Inspections
- Facility Inspections

DAY THREE - May 22

Morning

- Intro to Surveying and Layouts
- Tools of the Trade
- Measuring Horizontal & Vertical Distances/Elevations, Field Books/Note Taking (PPT thru "Field Books/Notes)
- Plan Reading

Afternoon

- Field Exercises Involving:
- Plan Reading
 - Shooting Grades
 - Measuring Quantities & Distances
 - Hi Tech Station
 - Culvert Station
 - Parking Lot Lay Out
 - Competition

Followed by a short ceremony and presentation of certificates by MCAPWA Board Members and staff from Maine Local Roads Center.

FEE

\$395.00 per person for Parts I & II. The fee includes food, refreshments, handouts and six days of high caliber training. (If you have already attended Part I—there is NO COST to attend Part II)

REGISTRATION INFORMATION

You can register on MMA's website at: www.memun.org/TrainingResources/WorkshopsTraining.aspx; fax your registration form to 207-624-0128; or mail the attached form to: MCAPWA, 60 Community Dr., Augusta, ME 04330.

QUESTIONS/CANCELLATIONS

If you have any questions, or wish to cancel, call the Training & Affiliate Office at 1-800-452-8786 (Augusta area: 623-8428). Notification must be given at least 72 hours before the session begins to obtain a refund (minus the \$10 processing fee). All cancellations are subject to a \$10 administrative fee for processing.

Supervisory Leadership in Public Works Programs Part I & II

Please register the following person(s) from _____ for the Supervisory Leadership Workshop.
(Municipality/Employer)

FULL NAME : _____ TITLE : _____ TEL: _____ FEE: \$ _____

FULL NAME : _____ TITLE : _____ TEL: _____ FEE: \$ _____

BILLING ADDRESS : _____ TOTAL AMOUNT: \$ _____

EMAIL: _____ Fax: _____

CIRCLE: Part I - April 15-17, 2014 Part II - May 20-22, 2014 I have already attended PART I: YES NO

Mail Registration Form to: MCAPWA, 60 Community Drive, Augusta, ME 04330 Fax form to: 207-624-0128 or register online at www.memun.org/TrainingResources/WorkshopsTraining.aspx.

In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

MAKE CHECKS PAYABLE TO MCAPWA

ATTENDING